

Annual Training for Authorized Farm Direct Farmer – Trainer Copy

Review the completed and signed Farm Direct Annual Training document to be sure updated information has been provided. Training must be done on an annual basis, be face-to-face, and may be done in a group or on a one-to-one basis. To prepare for the training, read the Farm Direct Handbook and become familiar with the program policies. Provide the Farmer with an updated copy of the Handbook. Use the following agenda to guide the training. Ensure the farmers have their questions answered and that they have a thorough understanding of the Farm Direct Program redemption process. Send the signed Annual Training Documentation forms to the State Office for review and processing. All authorized farmers must receive annual training before the beginning of the market season or they will be removed from the Farm Direct Program.

Farm Direct Program overview – The Farm Direct Program directly authorizes Farmers to redeem WIC Fruit & Vegetable Benefits and/or WIC Farmers Market Nutrition Program Benefits at farmer's markets and/or roadside stands in exchange for locally grown produce. Participating in the Farm Direct Program provides Farmers with additional sales opportunities and promotes the production of locally grown fresh fruits and vegetables. A Farm Direct Agreement is not transferrable to another farmer.

Selection criteria for a farmer – A number of criteria need to be continually met in order for a Farmer to become authorized and maintain that status. Annual face-to-face training is required every year of the three year agreement. The Farmer must grow Farm Direct approved fruits and vegetables him or herself and may sell only locally grown, eligible produce in exchange for WIC benefits. At least sixty (60) percent of the produce offered for sale in exchange for WIC benefits must be self-grown which means authorized Farmers may not be wholesalers. Authorized Farmers must comply with civil rights requirements and they must maintain a positive compliance history with any and all USDA Food and Nutrition Services programs.

Post the “We Accept WIC Benefits” sign you received upon authorization - WIC customers look for this sign when redeeming benefits and you are required to display it.

Locally grown produce - Fresh fruits & vegetables that have been grown in Montana or in the counties adjacent to Montana borders where the farmer is selling the produce may be exchanged for WIC benefits. Produce not locally grown, may not be sold in exchange for WIC benefits.

Eligible produce food list – (Hand out and review the Food List) WIC participants may purchase locally grown, fresh, unprepared fruits and vegetables as listed on the Food List. No processed produce such as: sauerkraut, jam, jelly, pie, or non-produce items such as: honey, bread or eggs; no potatoes or herbs. Keep a copy of the Food List at your stand/stall/booth for quick reference.

Produce purchased with WIC benefits must be of the same quality and cost as available to other customers - Prices must be clearly marked or posted. If the Farmer sells items not locally grown or not eligible for purchase with WIC benefits, they must be identified & separated from WIC eligible produce.

Non-discrimination of WIC participants (may not discriminate based on race, color, national origin, sex, age or disability - WIC customers must be treated the same as non-WIC customers.

Montana WIC Program
Farm Direct
Annual Training Agenda

_____ **Transaction Policies & Procedures** – Please refer to page 11 of the Handbook and let's take a look at the transaction procedures. Remember: No cash may be exchanged and no change may be given for WIC benefits. The total amount of the sale may not exceed maximum value printed on the benefit. Non-locally grown produce and non-approved produce (potatoes, herbs) must be displayed separately. Farmers & their employees need to be physically present to operate their own booth/table/stall.

_____ **How to redeem WIC benefits** – Redemption procedures are illustrated in the Handbook on page 11-14. Please pay careful attention to the steps in a WIC transaction. If these steps are not strictly followed, the Farmer may not be reimbursed for the redeemed benefit. A WIC customer needs to separate purchases by type of WIC benefit being redeemed (FMNP & FVB's may not be combined in a single transaction), request the WIC Participant Booklet, confirm that the date of cashing is within the valid dates printed on the WIC benefit, total the purchase and enter actual amount of sale without exceeding the maximum value of benefit, have the WIC customer sign the benefit & compare the signature to the one on the ID page of the booklet, stamp benefit with the Farm Direct ID stamp before deposit.

_____ **Safe storage of the WIC benefits** - keep the redeemed WIC benefits in a safe place, lost or stolen WIC benefits will not be replaced

_____ **Depositing WIC benefits** – WIC benefits must be deposited with your bank within 30 days of the "Last Day to Use" printed on the benefit, if you have a WIC benefit returned to you, contact the State WIC Office.

_____ **Violations & Sanctions are listed in the Farm Direct Handbook – Be sure to review these together.** (page 13 & 14 in the Handbook)

_____ **Review the fair hearing rights and process together** – (page 15 in the handbook)

_____ **Your local WIC Farm Direct contact is** _____. Please give them your contact info.

_____ **State WIC Office phone number is 1-800-433-4298 – use option 2 for WIC benefit redemption & rejection questions.**

Please provide Farmers with updated copies of the Food List, Redemption Guide & Handbook. The stamp number will remain the same. Signs, Training Guides and DVDs were supplied at authorization and should be reused. If more copies are needed, please contact the State office.